

INSTITUTION SUPPLEMENT



Number: **FLP5267.07**

Date: **June 18, 2003**

Subject: **Visiting Regulations**

1. **PURPOSE & SCOPE:** To implement Program Statement 5267.07, Visiting Regulations, dated April 14, 2003. This Institution Supplement must be read in conjunction with that Program Statement.

2. **DIRECTIVES AFFECTED:**

A. **Directives Rescinded:**

Institution Supplement FLP5267.06F, Visiting Regulations, dated August 12, 2002.

B. **Directives Referenced:**

Program Statement 5267.07, Visiting Regulations, dated April 14, 2003.

Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999.

Program Statement 5100.07, Security Designation and Custody Classification Manual, dated September 3, 1999.

Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated December 29, 1987.

Program Statement 5500.09, Correctional Services Manual, dated October 27, 1997.

Program Statement 5510.09, Searching, Detaining or Arresting Persons Other Than Inmates, dated March 6, 1998.

Program Statement 5521.05, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 30, 1997.

3. **STANDARDS REFERENCED:** American Correctional Association Third Edition Standards for Adult Correctional Institutions: 3-4149, 3-4255, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4443, 3-4445, and 3-4446.

4. **VISITING FACILITIES:** The Visiting Room shall be utilized for inmate visiting. Special attorney-client rooms are provided at the rear of the Visiting Room. A special room is equipped and set up to provide facilities for the children of visitors.
5. **VISITING TIMES:**
 - A. **Visiting Room Hours:** Visiting is permitted from 5:00 p.m. to 9:00 p.m. on Fridays and from 8:00 a.m. to 3:00 p.m. on Saturdays, Sundays and holidays. Visits for inmates housed in the Special Housing Unit will be terminated 30 minutes earlier to allow for separate out-processing. The Warden may limit or otherwise modify the visiting period depending upon available resources (e.g., space limitations or staff availability), institution security concerns and conflicts or interference with other institutional activities. There is no requirement that every visitor have the opportunity to visit each possible day. The Warden may establish visitation schedules to ensure that inmate separation needs are adequately addressed and handled. In such instances, a memorandum will be forwarded to the Institution Duty Officer (for inclusion in the briefcase), Lieutenants' Reading File and the Visiting Room Officer.
 - B. **Holiday Visits:** Any extended visiting days during the Christmas and New Year periods will be dependent upon the day on which the holiday falls. A memorandum will be provided to the inmate population identifying the days and times authorized during this period.
6. **FREQUENCY OF VISITS AND NUMBER OF VISITORS:** A limit of four (4) adults and six (6) children are permitted to visit an inmate at any one time.
7. **REGULAR VISITORS:** During an inmate's Admission and Orientation period, he will submit a list of persons with whom he wishes to visit to his Unit Team. This will ordinarily be done within the first few days after the inmate's arrival.
 - A. **Immediate Family:** These persons include mother, father, step-parents, foster parents, brothers and sisters, spouse and children. These individuals are placed on the visiting list after verification of the relationship. This can occur prior to background investigations (NCIC) being conducted on the visitor, but the NCIC must be conducted to determine if there is a solid rationale for precluding visiting. If there is a solid rationale against visiting, visitation may be precluded. The word "spouse" shall also include a common-law relationship which has previously been established in a state which recognizes such status (but only if that status is recognized). Visitors aged 16 or 17 must have written permission from a parent, legal guardian, or immediate family member over the age of 18 years if they are not accompanied by an individual satisfying those criteria prior to being admitted to visiting.
 - B. **Other Relatives:** These include grandparents, uncles, aunts, in-laws, and cousins.

They may be placed on the approved visiting list if the inmate wishes to have them visit regularly and if there is no reason for exclusion (NCIC must be completed prior to placement).

- C. Friends and Associates: The visiting privilege shall generally be extended to friends and associates with an established pre-confinement relationship, unless visiting could reasonably threaten security or the good order of the institution. Exceptions to this rule may be made, particularly for inmates without other visitors, when it can be demonstrated that the proposed visitor is reliable and poses no threat to security or order. Approval for proposed visitors will be consistent with court-imposed sentences which carry stipulations that inmates not associate or communicate with specified persons. Number of approved friends or associates will be limited to ten (10). Only the Warden or designee can grant an exemption where warranted.
- D. Any Person with Prior Criminal Convictions: The existence of a criminal conviction does not automatically preclude visits. Staff shall consider the nature, extent and recency of convictions weighed against security considerations. Specific approval from the Warden is required before such visits take place. Prior to placing an individual who is on probation, parole, or supervised release status on an inmate's visiting list, staff shall typically obtain written approval from the appropriate Federal or State Probation/Parole Officials. A copy of this approval will be placed in Section 2 of the FOI-Exempt portion of the inmate's central file.
- E. Children Under Sixteen: Children under 16 cannot visit unless accompanied by a responsible adult who will provide close supervision.

8. BUSINESS VISITORS: No inmate is allowed to actively engage in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such to a person in the community. On that rare occasion when a decision must be made that will substantially affect the business' assets or prospects, the Warden may permit a special visit.

9. CONSULAR VISITORS: When it has been determined that an inmate is a citizen of a foreign country, the consular representative of that country will be allowed to visit on matters of legitimate business. This visit may not be withheld even if the inmate is in disciplinary status. The Executive Assistant will coordinate all Consular Visits with a member of the Unit Team supervising the visit.

10. VISITS FROM COMMUNITY GROUP REPRESENTATIVES: The Warden may approve as regular visitors, for one or more inmates, representatives from community groups (e.g., civic and religious organizations) or persons whose interests and qualifications for this service are confirmed. The Warden may waive the requirement for a pre-confinement established relationship for visitors approved under this category. This does not apply to past or present participants in volunteer and citizen involvement programs, who are typically not added to an inmate's visiting list.

11. SPECIAL VISITS: Special visits may be authorized for:

- A. Clergy, former or prospective employers, sponsors and parole advisors. These require approval from the Associate Warden (Programs).
- B. Law enforcement agents, military personnel conducting investigations, U.S. Court Officials, U.S. Probation Officers, and Consular Representatives are permitted to visit provided they possess appropriate identification. Officials are required to sign the appropriate log book. Questions regarding officials will be referred to the appropriate staff during regular duty hours and to the Institution Duty Officer or Operations Lieutenant during non-duty hours.
- C. Attorneys. The Unit Team approves all inmate legal visits (Attachment 1). During normal visiting hours, legal visits are conducted in the attorney-client rooms at the rear of the Visiting Room and are supervised by Correctional Services staff. Legal visits during other than normal visiting hours are supervised in the Visiting Room by a member of the inmate's Unit Team. The exchange of legal documents will be monitored by the supervising staff member. All legal documents will be searched by the supervising staff member prior to the inmate being allowed to bring them into the institution to maintain institutional security.

Visits between an attorney and inmate are not subject to auditory supervision. To the extent possible, attorney visits are to take place in a private conference room or meeting area. Where such a room is not available, the attorney visit may occur in a regular Visiting Room, provided the inmate and his attorney have a degree of separation from other visitors. Should all private conference rooms be occupied and the attorney does not wish to meet in the regular Visiting Room, the attorney should be offered the opportunity to reschedule the visit when a more private area is available.

12. TRANSPORTATION ASSISTANCE: Directions for transportation to/from the institution will be provided to the proposed visitor with the application. Directions for locating the institution (Attachment 2), pay phone service, and posted commercial transportation phone numbers will be made available to assist visitors.

13. VISITS TO INMATES NOT IN REGULAR POPULATION STATUS:

- A. Admission and Holdover Status: The Warden may limit visits to the inmate's immediate family during the Admission and Orientation period or for holdovers when neither a visiting list from a transferring institution nor other verification of proposed visitors is available.
- B. Hospital Patients:

- (1) When visitors request to see an inmate who is hospitalized in the institution, the Chief Medical Officer (or in his/her absence, the Health Services Administrator), in consultation with the Captain, shall determine whether a visit may occur and location for the visit. When the Chief Medical Officer (or in his/her absence, the Health Services Administrator) decides against the visit (e.g., because the inmate has an infectious disease, inmate's mental status makes the visit contraindicated, or because his condition precludes visiting), the situation will be carefully communicated to the proposed visitor and documented in the inmate's central file.
 - (2) Visits to inmates hospitalized in the community are restricted to only the immediate family and are subject to the general visiting policy of that hospital. **THE CAPTAIN AND CHIEF MEDICAL OFFICER MUST APPROVE ALL HOSPITAL VISITS. THE SECURITY AND SAFETY OF THE PUBLIC AND STAFF SHALL BE THE PRIMARY CONCERNS.**
- C. Detention or Segregation Status: Generally, an inmate retains visiting privileges while in detention or segregation. However, visiting may be restricted or disallowed when an inmate (while in detention or segregation) is charged with or was found guilty of a prohibited act related to visiting guidelines, or has acted in a way that would reasonably indicate a threat to security or order in the Visiting Room. Loss of visiting privileges for any other reason may not occur unless the inmate is provided with a hearing by the Discipline Hearing Officer (DHO). The Unit Discipline Committee (UDC) may not impose a sanction of loss of visiting privileges for inmates in detention or segregation status.

Inmates housed in the Special Housing Unit and inmates housed in the KC Model Unit (Phase 1 & 2) will be seated by the Visiting Room Officer in a non-contact visiting area.

14. **PROCEDURES:**

A. Regulations:

- (1) If a visitor has to leave the Visiting Room for any reason, the visitor terminates his/her visiting for the day.
- (2) The Operations Lieutenant or Institution Duty Officer (IDO) has the authority to prohibit or terminate any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the inmate or his visitor. He/she may also terminate visits to relieve overcrowding or when any situation arises which, in his/her opinion, indicates visiting should be terminated. The Visiting Room Officer will advise the Operations Lieutenant

when these circumstances exist. The Visiting Room Officers, Operations Lieutenant, and other staff involved in terminating any visit will submit a memorandum giving explanation of the incident causing the termination. If overcrowding occurs during visiting, termination will begin with those visitors who are considered to be local (within a 50-mile radius of the institution), and then termination will be based on the time visit started.

- (3) All other Non-Contact or Controlled visits are to be conducted in isolated rooms designated for this purpose, only the Warden or Acting Warden may authorize Non-Contact visits.
- (4) Inmates may visit **ONLY** with those persons who are on their approved visiting list. They will not be allowed to visit with visitors approved for other inmates. There will be **NO** mixed visits among inmates and their visitors. Pre-assigned seating may be designated by the Officer in Charge (OIC) of visitation. This will be done if the officer perceives a threat to the security or orderly running of the institution or to prevent mixed visits (i.e., visiting another inmate's visitors).
- (5) **Visitor Attire:** All visitors must be dressed in appropriate attire. This requirement includes footwear and clothing appropriate for a conservative business setting or courtroom. Visitors wearing revealing clothes (e.g., hot-pants, sleeveless tops, halter tops, short dresses, stretch pants, see-through garments, etc.) will not be permitted to visit. Hats, jackets and overcoats are not permitted. No gang-related attire or fashions will be allowed into the Visiting Room. No shorts are permitted (except for children). The Front Lobby Officer will contact the Operations Lieutenant if a final determination is needed.
- (6) **Inmate Clothing:** Inmates **are required** to wear blue hospital scrubs which will be issued to them when they enter the strip room. Shirts must be tucked into pants. **AT NO TIME WILL AN INMATE BE ALLOWED IN THE VISITING ROOM WITH ALTERED CLOTHING.** Inmates are required to wear their institution shoes to enter the Visiting Room shakedown area. The institution will provide appropriate footwear for use in the Visiting Room.
- (7) Visitors with children are required to maintain control of their children at all times. Failure to do so may result in termination of their visit. All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct which disrupts the orderly running of visiting or offends other adults or children may be grounds to terminate the visit. Disruptive and/or offensive behavior will be reported to the Operations Lieutenant. The Operations Lieutenant or Institution Duty Officer (IDO) is authorized to terminate a visit

for disruptive/offensive behavior. Such conduct will result in an Incident Report. Handshaking, embracing, and kissing by visitors is permitted within the bounds of good taste, and **only** at the **beginning** and **end** of the **visit!** Kissing will be restricted to one (1) kiss at the beginning and end of the visit.

- (8) Authorized Items: **Only** the items listed below may be taken into the Visiting Room by parties specified:
- (a) **Visitors:** Clear change purses, money (\$10.00 maximum), comb, heart medication, jewelry normally worn, and diaper bags (including baby food in a sealed unopened container, baby clothes, baby bottles, powder or lotion, and essential items in quantities needed only for the duration of the visit). **NOTE:** Unauthorized items in the possession of visitors **will** be stored in security lockers provided in the front lobby or in the visitor's vehicle. All visitors needing or desiring to use the security lockers will obtain a key from the Front Lobby Officer, place the items in the locker, secure it, and keep the key until the termination of the visit. The key must be returned to the Front Lobby Officer upon termination of the visit.
 - (b) **Inmates:** Wedding band, religious medals, one comb, religious headgear, and photos taken. Any article taken into the Visiting Room by an inmate **must** be listed on the Inmate Visiting Form (Attachment 3) prior to entering the Visiting Room. Unlisted items **will not** be allowed to enter the institution Visiting Room and will be confiscated. Inmates **will not** be allowed to enter the Visiting Room with pipes, cigars, cigarettes or any form of chewing tobacco.
- (9) The Visiting Room is a no-smoking area. Violations of the smoking policy may result in the termination of the visit and/or disciplinary action.
- (10) Breast feeding is allowed only in isolated areas of Visiting Room.

B. Preparation of the List of Visitors:

- (1) During the unit Admission and Orientation program, the Unit Counselor will provide inmates with the form used to request addition of visitors to their Visiting List. The inmate should fill out request form and submit it to his Unit Team, only a member of the Unit Team is authorized to complete and mail the BP-629 directly to the requested visitors. Staff should send the visiting guidelines/instructions with the application. After appropriate investigation, the Unit Team will prepare in duplicate a list of all visitors approved for regular visiting. The list will be distributed to the inmate and a copy placed in the Central File.

The signature of a parent or guardian on the BP-629 "Visitor Information" is necessary to process a request for an applicant under 18 years of age. Further completion of the questionnaire portion of this form by such applicants is required of all applicants

When a person is deleted from or added to an inmate's visitor list, staff will update the list. Staff will place a copy of the revised visiting list in Section 3 of the inmate's central file.

- (2) BP-629 will be used to request background information. Staff will obtain background information on all prospective visitors.
- (3) A member of the Unit Team is responsible for forwarding a release authorization form to the proposed visitor. That form must be signed and returned to staff by that proposed visitor prior to further consideration.

The request for and review of background information will be processed within a reasonable time period following receipt of the necessary information.

A completed copy of the release authorization and request for conviction information forms for each visitor will be maintained in the FOI-Exempt portion of the central file.

- (4) Unit staff shall notify the inmate of each approval or disapproval of a proposed visitor. The inmate is responsible for notifying the visitor of the approval or disapproval.
- (5) An inmate's visiting list may be changed at any time in accordance with these procedures.

C. Identification of Visitors and Inmates: Staff must verify the identity of each visitor ages 16 and older, through official Federal or State photo identification prior to admission into the institution.

- (1) The Visiting Room Officer's Post Orders specify procedures for identifying visitors. Visitors must present ID cards that have **APPROPRIATE PICTURE IDENTIFICATION** (e.g., state drivers license, Federal IDs, welfare cards, passports, or state ID cards). Signature identification by itself **will not** be acceptable.
- (2) Inmates are required to present their Commissary Cards for positive identification prior to being permitted into the visitation area. All inmates will be visually searched before and after visiting. Inmates from the Special

Housing Unit must be accompanied by their bed book cards for identification purposes.

- D. Notification to Visitors and Declaration and/or Acknowledgment: Staff will make available to visitors written instructions for visiting the institution. The visitor will sign a statement acknowledging that instructions were provided and declaring that the visitor does not have any article in his/her possession which represents a threat to security. Staff may deny the visiting privilege to a visitor who refuses to make this declaration.
- E. Searching Visitors: Staff may require a visitor to submit to a personal search, including a search of any items of personal property, as a condition of allowing/continuing a visit.
- F. Record of Visitors: Staff will maintain a bound ledger record of visitors to each inmate. The log will include the visitor's signature, the name and register number of the inmate visited, and arrival and departure times.
- G. Daily Visiting Log: Visitors must sign the Daily Visiting Log prior to each visit.
- H. Supervision of Visits: Staff will supervise each inmate visit to prevent contraband introduction and ensure security and good order. Visitor restrooms may be monitored only with the Warden's or designee's approval and only when there is a reasonable suspicion that the visitor and/or inmate is engaged, attempting or about to engage in criminal activity or other prohibited behaviors. Monitoring should be conducted by a person of the same sex as the visitor/inmate using the restroom. Other restrooms may be inspected and monitored as needed for security purposes.
 - (1) The Visiting Room Officer shall ensure that visits are conducted in a quiet, orderly and appropriate manner. Visits may be terminated if not conducted in an appropriate manner. Visiting Room Officers should contact the Operations Lieutenant or Institution Duty Officer if the situation warrants termination.
 - (2) When contact visiting is provided, handshaking, embracing, and kissing (one kiss) are permitted within the bounds of good taste and only at the beginning and end of the visit. Staff will limit physical contact to minimize the opportunity for introduction of contraband and to maintain the orderly operation of the visiting area. Limited physical contact shall be permitted **unless** there is clear and convincing evidence that such contact would jeopardize the safety or security of the institution.

Any inmate approved for and awaiting placement in the Florence-ADX Control Unit will receive non-contact visiting.

- (3) The Visiting Room Officer will not accept articles or gifts of any kind for an inmate, except packages which have been pre-approved by the Warden or designee. Only the Warden may allow a visitor to leave money with a designated staff member for deposit in the inmate's commissary account.
- (4) The Visiting Room Officer shall be aware of any articles passed between inmate and visitor. If there is any reasonable basis to believe that an item being passed is contraband or is otherwise in violation of the law or BOP regulations, the Visiting Room Officer will examine the item. An Associate Warden, Duty Officer or Captain should be consulted if questions exist.

15. PENALTY FOR VIOLATION OF VISITING REGULATIONS: Any act or effort to violate visiting regulations may result in disciplinary action against the inmate, with sanctions possibly including denial of future visits (even for an extended time period). In addition, criminal prosecution may be initiated against the visitor, the inmate, or both where warranted.

16. VISITING REGULATIONS REGARDING PETS: Visitors cannot bring animals onto institutional grounds, except for dogs that assist persons with disabilities. In this case, the visitor must provide certification that the dog is trained for that purpose.

17. OFFICE OF PRIMARY INTEREST: Correctional Services

J. E. Gunja, Warden

Date

DISTRIBUTION: Warden
 Executive Staff
 Institution Duty Officers
 AFGE

Department Heads
Lieutenants' Reading File
NCRO_____

USP HIGH SECURITY FLORENCE, COLORADO

Attorney Visit

I, _____, am a licensed attorney in the State of _____, with
offices at _____ visiting inmate _____,
Reg. No. _____ for the purpose of facilitating the attorney-client or attorney-
witness relationship and for no other purpose. I agree that any tape recording made by me,
will be used only to facilitate this relationship.

Signature of Attorney

**UNITED STATES PENITENTIARY - HIGH SECURITY
FLORENCE, COLORADO
DIRECTIONS FOR VISITORS**

**DIRECTIONS TO REACH THE UNITED STATES PENITENTIARY, FLORENCE,
COLORADO:**

USP Florence is located 45 miles south of Colorado Springs, Colorado, and 35 miles west of Pueblo, Colorado.

From Colorado Springs, take Highway 115 south to Florence. Turn south on State Highway 67. Go approximately two miles to the main entrance of the Correctional Complex.

From Pueblo, take US Highway 50 West approximately thirty miles to State Highway 115. Turn south on Highway 115. Go approximately five miles to State Highway 67. Turn south on Highway 67, and go approximately two miles to the main entrance of the Correctional Complex.

**INMATE INVENTORY
USP FLORENCE**

SHAKEDOWN OFFICER: _____ DATE: _____

[illegible]

**UNITED STATES PENITENTIARY
HIGH SECURITY
FLORENCE, COLORADO**

APPROVAL AND DOCUMENTATION OF SPECIAL VISIT

TO: Visiting Room Officer

From: _____
Unit Staff

(Inmate's Name and Number)

is approved for a one time visit with _____
(Visitor's Name)

on _____
(Date)

Purpose of Visit: _____

To: _____
Unit Staff

From: _____
Visiting Room Officer

The above visit occurred on _____
(Date)

To be filed in Section 3 of the Central File upon completion.

**UNITED STATES PENITENTIARY
HIGH SECURITY
FLORENCE, COLORADO**

Visiting Instructions

VISITING INSTRUCTIONS: Families and friends of the individuals at the United States Penitentiary, Florence, Colorado, are their primary contacts with the community. Visiting becomes much more important during the time an individual is confined. Because of the special nature of the institution and our concern for the security and well-being of each individual here, we have developed the following instructions and regulations, which are to be followed.

1. Normally members of the immediate family (parents, brothers, sisters, wife, and children) are automatically placed on the inmate's approved visiting list after verification. Persons who are not immediate family members and yet would like to be on the approved list should request so to the inmate's assigned unit management staff. This may be done by writing to the inmate's assigned unit staff, U.S. Penitentiary, Florence, Colorado 81226, at least four weeks before the visit is planned. If the visit is granted, the requesting party will be notified by letter of authorization which must be presented to the institution at the time of the visit. After a person's name is placed on the approved list, it is not necessary to obtain permission to visit in advance.
2. Visiting is permitted from 5:00 p.m. to 9:00 p.m. on Fridays and from 8:00 a.m. to 3:00 p.m. on weekends and holidays. **NOTE:** Visiting for inmates assigned to the Special Housing Unit will end 30 minutes earlier than general population visiting. Federal holidays are New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and Christmas.
3. A limit of four (4) adults and six (6) children are permitted to visit an inmate at one time. Visitors under 16 years of age must be accompanied by a legal guardian that is approved on the inmate's visiting list. Visitors will be responsible for keeping their children in their company and under control within the bounds of the visiting area.
4. Visitors are expected to use good taste in their dress; this requirement includes footwear. Clothing should be consistent with that worn for a conservative business setting or courtroom. Persons who come immodestly or provocatively dressed will be denied the privilege of visiting. Visitors will not be allowed to wear shorts of any type, sweat pants or sweat shirts, sun dresses, halter tops, bathing suits, see-through garments of any type, crop tops, low-cut blouses or dresses, leotards, mini skirts, backless tops, hats or caps, or any sleeveless garments. No jackets or outer garments other than suit jackets are permitted. No gang-related attire or fashions will be allowed into the Visiting Room.
5. Appropriate embracing, kissing, and handshaking by immediate family members is permitted within the bounds of good taste only at the beginning and termination of the visiting period. Kissing will be restricted to one (1) kiss at the beginning and end of the visit.
6. All visitors must present some valid proof of their identification prior to visiting. Only appropriate picture identification is acceptable. SIGNATURE IDENTIFICATION BY ITSELF IS NOT ACCEPTABLE. EXAMPLES OF ACCEPTABLE IDENTIFICATION ARE: STATE DRIVERS LICENSE, FEDERAL IDS, WELFARE CARDS, PASSPORTS, OR STATE ID CARDS.

7. Visitors may purchase candy and beverages from the machines located in the visiting area. The visitor is permitted to exit the Visiting Room with unconsumed items. The inmate may take nothing back to his quarters. The visitor may bring only the following items into the visiting area: change purse (not more than 8 inches), money (\$10.00 maximum), comb, heart medication, jewelry normally worn, and diaper bag (including baby bottle, food, clothes, diapers, and powder or lotion). Note: unauthorized items will be stored in security lockers provided in the Front Lobby or may remain in the visitor's vehicle. The visitor may retain the key to the locker during the storage period and must return the key at the end of the visiting period.
8. To introduce contraband of any kind into this institution is a violation of federal law and subject to criminal prosecution (Title 18, Section 1791, U.S. Code). 18 U.S.C. 1791 provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.
9. Inmates are furnished all necessities and visitors should refrain from bringing articles or gifts of any kind. Cameras and tape recorders are not permitted in the visiting area. Inmates will not be permitted to sign or exchange any papers during the visit. The Visiting Room Officer may request a search of the visitor's personal property. Visitors found with contraband items will be escorted from the institution and normally denied visiting privileges for an extended period or on a permanent basis.
10. This institution is located southwest of Colorado Springs, Colorado. The exact address of the institution is 5880 State Hwy 67 South, Florence, Colorado 81226. From the Colorado Springs area, take Highway 115 south to Florence, Colorado. When arriving in the city of Florence, make a left on Highway 67. Travel approximately two miles and on the left you will see the Correctional Complex. To get to the institution from Pueblo, Colorado, take Highway 50 West to Highway 115 into Florence, Colorado. Take a left on Highway 67 traveling for approximately two miles. The Correctional Complex will be on the left side of the road. Pueblo Cab Company and Cañon City Cab Company serve the area of Fremont County.
11. No parking is allowed on the roadway leading to the institution, and visitor parking is clearly marked. No occupants may remain in parked cars. Non-visitors must leave the Correctional Complex and may return to pick up the visitors at a prearranged time.
12. We suggest you arrive no earlier than 15 minutes before visiting begins, as we do not have adequate waiting room facilities, and you might be inconvenienced. Usually you will be permitted to visit as long as possible, but it may be necessary on occasion to limit the amount of visiting time to relieve overcrowding. Also, a failure to comply with these instructions or with instructions from staff may result in termination of the visit or suspension or cancellation of the visiting privilege.

J. E. Gunja, Warden
USP Florence, Colorado

**UNITED STATES PENITENTIARY - HIGH SECURITY
FLORENCE, COLORADO**

VISITING LIST

INSTRUCTIONS: Please check the appropriate box below, giving full name, relationship of visitor, and complete address. Submit to your Unit Team. After staff review, you will receive a copy of your official visiting list.

TO: _____
Unit Staff

FROM: _____
Inmate's Name Register Number

_____ I request the following individual(s) be approved for visits with me:

_____ I request the following individual(s) be removed from my approved visitor list:

NAME

RELATIONSHIP

ADDRESS

* If not a member of family, explain basis for visit:

COMMENT: _____

